

SAA Travel Plan



Policy Title	Travel Plan
Policy Created / Amended	January 2019
Policy Updated	January 2020
Policy review cycle	1 Year
Policy Review Date	January 2021



STATEMENT OF INTENT

Aims and objectives

The Travel to and from School Policy has been created to support and promote safe and sustainable travel to and from school, to highlight good practice and provide equal opportunities for all students. The Policy should be adhered to by both staff and students.

The Policy supports additional policies in place including Health and Safety, Transport & Behaviour and Safeguarding Policies.



SCHOOL TRAVEL PLAN

The primary purpose of the policy is to ensure equal opportunities for all students, along with safe and timely access to education via a reasonable journey to and from school.

The Department for Education provides guidance on travel to and from school for students and this policy has been designed to meet the statutory requirements of the guidance. As part of our commitment to safe and sustainable travel, we polled our students about their travel habits using the questionnaire at the end of this policy. The outcome of the assessment informed the development of the School Travel Plan.

Whilst not an issue at Sybil Andrews Academy, the number of children travelling to school by car in general has increased greatly over recent years. In order to help prevent potential congestion in our surrounding areas, and to improve the health and welfare of our students, we are promoting the use of alternative methods of transport.

The school encourages parents to allow their children to walk, run and cycle/scoot, to travel to and from school **where it is safe and practicable**.

Assessment of travel and transport needs

The breakdown of our students' current travel habits are as follows:

Type of Transport	% of students coming to school by this method
Walking	35%
Cycling	18%
Car	30%
Train	1%
School Bus/Taxi	17%
Other bus	1%
Other	0%

The main reason why some students do not walk to school is:

- Parents need to get to work soon after dropping off children and walking does not allow time for this.
- Some families live significantly outside of our catchment area (e.g. in Rougham, Glemsford & Clare).



Summary of our travel arrangements

- We currently have one entrance to the school car park.
- We have space for 105 cars to park in our car park (including 6 designated disabled spaces).
- We do not have a school crossing patrol.
- We have 330 cycle storage places.
- There are school buses that carry a limited number of students to the site.

TRAVELLING TO AND FROM SCHOOL

Walking to school

The DfE's "statutory walking distance" is 3 miles for children aged 8 and over. This distance is measured as the shortest route along which a child, accompanied as necessary, may walk with **reasonable safety**. Students within this distance will not be eligible for funded school transport, with a number of exceptions.

Students walking to school are encouraged to walk with friends along safe routes that are pedestrian friendly. During winter months students should wear reflective clothing or accessories to maximise safety on the roads.

Driving to school

Where parents choose to drive children to school, we encourage them to car share as much as possible. Parents driving close to the school grounds are reminded to drive slowly and to park/drop off in our car park.

Parents should not drop off and pick up on Lady Miriam Way or Rougham Tower Avenue as this will create congestion and potentially prevent other drivers from being able to see the crossing point clearly. Instances of dangerous parking or behaviour on the road will be reported to the police and/or relevant authorities.

Cycling to school

Students are encouraged to cycle to and from school along designated routes to maximise safety. Full protective gear should be worn at all times and reflective gear, accessories and lights utilised. A suitable lock should be brought for securing the bicycle during school hours. Cycles can be secured at the front of the school.



ARRANGED TRANSPORT

Regularly transported children

Statutory entitlement to free home to school transport from the local authority applies when one or more of the following criteria are met:

- The child lives 3 miles or more from the school.
- The child has been placed in a school where there is no safe walking route.
- The child is from a family entitled to free school meals.
- The child is from a family receiving the maximum Working Tax Credit.
- The child has special educational needs or a disability and a plan with transport requirements written into it.

School Buses

Students travelling to school on a 'school bus' will be dropped off in the car parking area at the Academy.

Students are responsible for their behaviour on the school journey and should abide by the Academy's Code of Conduct for Using School Transport. Students on buses are ambassadors for the school and, should they breach the code of conduct, may lose their right to travel on the bus.

Correct school uniform must be worn in the established manner at all times during the school journey.

Taxis

In some circumstances, taxis may be deemed necessary for the transportation of students who have no other means of viable transport. This will be agreed between the parents of a student and the school, and a formal arrangement will be established.

SAFE PRACTICE AND SAFEGUARDING

Walking alone

Parents choosing to let their child walk to or from school independently should assess the risks associated with the school route and their own child's confidence. The most important factor to consider about the suitability of a child walking to and from school alone is any risk to the child.

If parents feel safety is a concern, they are encouraged to discuss this with the school with a view to identifying alternative options, such as partnering with another child on the journey home.





Drop off and collection

It is the parent's/carer's responsibility to ensure their child is dropped off and collected by a responsible person if it is not safe for the child to walk home unsupervised.

Where a child is dropped off or arrives at school early, the school will ensure to a reasonable extent that there are no inherent dangers, in line with the Education Act 2002.

A breakfast club operates from 8.00am.

Late collection

Staff and parents/carers must work together to ensure students are safe. Where relevant, it must be made clear to parents that the school should be notified immediately should it become apparent the person collecting will be late.

In the event of late collection, the child will make the situation known to a member of staff and be supervised. We will allow a 10 minute window for late arrival. Following this, we will attempt to contact the parents on the phone numbers provided to the school. If this is unsuccessful, we will attempt to contact the emergency contacts.

If a parent/carer wishes for their child to be collected by another party who does not have parental responsibility, whether this is a regular occurrence or a single occurrence, this must be put in writing.

In an emergency, verbal consent may be given for an agreed person to take their child home. A password may be requested to be used by both parties to ensure the identity of the person collecting.

Non-collection

In the event a child that is usually collected is not collected by an authorised adult and no contact has been established within 45 minutes of the usual collection time, the school will follow child protection procedures and the police will be informed and a safeguarding referral to Children's Services will be made.

Under no circumstances will staff go to look for the parent/carer or take the child home with them. A letter will be sent to the parents/carer notifying them of the existing arrangements in place and inviting them to discuss any changes that need to be made. It is important that the school and parents/carers do everything possible to avoid a recurrence of the situation.



SCHOOL TRAVEL PLAN

School Details

School Name:	Sybil Andrews Academy
School Address:	Rougham Tower Avenue, Bury St Edmunds, Suffolk, IP32 7QB
Telephone: Number:	01284 414300
E-mail Address:	saa@sybilandrewsacademy.co.uk
Website Address:	www.sybilandrewsacademy.co.uk
Type of School:	Secondary Academy
School Location:	As per address

--

We believe that our students should leave us as successful, confident and responsible individuals who are capable of thinking creatively. These aims, and our nine school values, (Integrity, Hope, Wisdom, Resilience, Courage, Compassion, Justice, Responsibility & Respect) underpin every aspect of the Academy's work.

The Academy draws students from the Moreton Hall area and beyond. Though the vast majority of our students come from within our catchment, we have a small number of students joining our school from out of catchment due to parental preference and a shortage of places within the town. This includes some families travelling to the school from a neighbouring villages.

The Academy opened in 2016 and has 636 students on roll.



Student and Staff Numbers

Number of students on roll:	636
Age range of students:	11-16
Number of full-time staff:	47
Number of part-time staff:	19

Facilities

Number of car parking spaces:	105
Number of cycle parking spaces:	330
How secure is the cycle storage:	secure
Number of storage lockers:	0
Shower facilities:	No

Opening and closing times

Official school times:	8.40am – 3.00pm Monday & Friday
Days on which the school closes late and reasons:	<ul style="list-style-type: none">The school remains 'open' after the hours above, though often this is for sports fixtures, clubs, interventions and detentions

Transportation links

Buses:	Two buses
Trains:	Not applicable.
Cycle routes:	There are a number of routes to the school. These will expand in the future. Currently students can cycle to the school from the Moreton Hall Area.